

DOCUMENTATION OF SICK LEAVE AND CONVERTED SICK LEAVE
FOR EMPLOYEES APPROVED FOR LONG-TERM DISABILITY
July 3, 2001

An employee approved for Long-Term Disability who retires directly from LTD, will have the same rights under UCA 67-19-14 to the state-paid health/life insurance, the purchase of continuing health/life insurance, and the purchase of a Medicare Supplement as if he had actually worked during the years of disability. As with all retiring employees, these benefits are subject to eligibility requirements, such as the age of the employee and spouse upon retirement and the number of Sick Leave and Converted Sick Leave hours available to purchase the insurance.

Following LTD and upon retirement, the new retiree who has remaining balances will be able to:

- a. Cash out up to 25% of the sick leave balance.
- b. Cash out up to 100% of the converted sick leave balance.
- c. Use all or a portion of the balances for health and life insurance.

Check one: ☐ Original form - at time of LTD approval ☐ Updated form - at time of employee's termination*

Name of Employee: _____ Employee ID #: _____

Agency: _____ Low Org: _____

Job Title: _____ Rate of Pay: _____

Hire Date: _____ LTD Effective Date: _____

Sick Leave balance: _____

*Converted Sick Leave balance: _____

Anticipated Retirement Date: _____

Person Completing Form (Please print)

Employee's Signature

Signature of Person Completing Form

Date

Date

- *1. If the employee receives a cash payout of converted sick leave *at the time LTD is approved*, document only the hours remaining after the cash payout.
- 2. When an employee receives a cash payout of converted sick leave *at termination at the end of the one-year medical leave*, this form must be updated to reflect the new balance.

Original: Long-term Disability at PEHP 1 copy to Employee File 1 copy to Employee 1 copy to DHRM
